DOCUMENT RESUME

ED 366 712 CE 064 172

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TITLE	Transfer of Training: Action-Packed Strategies To Ensure High Payoff from Training Investments.
REPORT NO	ISBN-0-201-19274-8
PUB DATE	92
NOTE	194p.
AVAILABLE FROM	Corporate and Professional Publishing Group, Addison-Wesley Publishing Co., One Jacob Way, Reading, MA 01867 (discount on quantity orders).
PUB TYPE	Books (010)
EDRS PRICE	Document Not Available from EDRS.
DESCRIPTORS	Adult Education; *Educational Strategies; Education Work Relationship; *Industrial Training; Job Skills; *Labor Force Development; Learning Strategies; Organizational Development; Postsecondary Education; *Skill Development; Systems Approach; *Training Methods; *Transfer of Training

ABSTRACT

This book is intended to help managers, supervisors, and employees in U.S. organizations achieve full job performance by acquiring and applying effective strategies to transfer the knowledge and skills learned in training to the workplace. The book is divided into four parts. Part 1 covers the following aspects of the groundwork of transfer of training: human resources development and the transfer problem, barriers to and management of transfer of training, and key roles and times to support transfer. The chapters included in part 2 present transfer strategies for use before, during, and after training and a special action-planning relapse prevention strategy. Part 3, which is devoted to using and supporting transfer in organizations, contains a chapter on the applications of the principles of transfer of training in organizations and a chapter on building and managing a transfer system. The first three of the five appendixes included in part 4 present strategies for managing the transfer of training, behavioral processes underlying successful transfer of training, and the steps entailed in conducting a transfer audit. The remaining two appendixes provide a 63-item glossary and a 127-item selected bibliography. A list of 64 end-of-chapter references is also included. (MN)

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